30 August 1977

MEMORANDUM FOR:

Executive Secretary

Suggestion Awards Committee

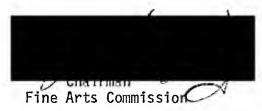
STATINTL

THROUGH

SUBJECT

Suggestion No. 77-462

- 1. Suggestion No. 77-462 calls for installing signs on all stairway doors in Agency buildings reminding people that doors are barriers to the spread of fire and smoke and for the sake of safety should be kept closed.
- 2. On behalf of the Fine Arts Commission, I applaud the concern and thoughtfulness of the suggestor. However, adoption of the suggestion would require the installation of -- I would estimate -- virtually hundreds of signs throughout Agency premises. Although they might be "small, neat signs," the clutter would be very substantial, and the effectiveness dubious. I have rarely encountered a stairway door that does not close automatically.
- 3. The Fine Arts Commission suggests that a reminder be issued to all employees of the potential hazard of propping open stairwell doors. The reminder might take the form of a special circular during fire prevention week or a highlighted feature in other DDA general-information publications. The reminder might also take the form of a safety poster mounted for a limited period on Agency bulletin boards that have been STATINTL



Attachments:

Suggestion No. 77-462

Suggestion Evaluation Report

STATINTL Distribution: w/att - FAC - Emproyee Suggestions w/atts

JKK: tfk(29Aug77)

TO: Executive Secretary	RDP87-01130R000200020008-9 SUGGESTION NO. SUS	PENSE DATE
Suggestion Awards Committee	77-4:2	
INSTRUCTIONS: Please complete this form in detail to go mination of the merits of this suggestion. Retain third	ide Al- S	n making a final
1. ACTION RECOMMENDED ADOPT DECLINE		
	OTHER (Specify):	
2. REASONS FOR RECOMMENDATION (If more space Is		
The Safety Branch concurs the proposed signs wording to c indicated on the attachment.	with this suggestion but hanged to conform to the	t vecemmen: e sien
		• .
	TRANSMITTAL SLIP DATE	20
	TO: 011 /5/10	22
•	ROOM NO. BUILDING	
	GGOO H	
580	ANOTHER SICN	DEMIE
ې ا	MINUTALI STOR	NEWUESI
3	WE HAVE YET	71) 522
666		
	A STAIRWAY I	DOR
γ	A STAIRWAY I	11171-
7	THAT HAS NOT IT	010
γ_n	MATICALLY CLOS	
2	Caroli	
3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, m 2	Part.	,
Unknown		
	06/250	
4. INTANGIBLE BENEFITS (See guide on reverse	ROOM NO. BUILDING	
The state of the s	DRM NO 241 REPLACES FORM 36-8 WHICH MAY BE USED.	(.,,
Moderate/Troad		
5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO	USE THIS IDEA?	
Throughout the Applies	·	ILLEGIB
SIGNATURE OF EVALUATOR (THREE TARE	and Acades	

Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020008-9

TITLE OR SUBJECT OF SUGGESTION			SUGGESTION NO.
Stair Doors	9		1
PRESENT METHOD		'	77-460
In a recent fire safety lecture the fact that the stairwell doe	in Ames Bu	lding the sac	akdr strassad
these doors should never be lef the offices, which we are somet is not turned on. What the spe			
	ortant fact	in the past a	od T suspect
others have also.	: .		baspece
ISUGGEST			
I suggest that the Agency insta- with some notation such as:	11 small, ne	at signs on a	ll stair doors
The state of the s			
Shirt	read of fire	e barriers to	the
For	r safety kee	p this door cl	OGO/I
Whe	enever it is	not in use.	.oseu
	1		
		*	
	*		
ADVANTAGES			
This might add to on-the-job saf	tety consciou	isness of all	of us. As an
added benefit, it may help remin at home too. (The speaker obser			
a contract the second of the contract of the c	sed for home	accidents for	as much
		TOL	Oxf- Gre-Jon
		:	
		*	6
ORM 244 USE PREVIOUS			
(2-74) EDITIONS	- ADMIR	NISTRATIVE	E, IMPDET CL BY
(2-74) EDITIONS	☐ ADMIN	NISTRATIVE ,	E, IMPDET CL BYUNCLASSIFIE